Process	***Adjusting Standard Budget – Adjust Budget Data***
Process Number	***BD – 023A*** ***Revised 2/14/2000***

Description of Process

This process is designed for two purposes.

After you enter a Standard Budget you may want to adjust or inquire on the budget before it is converted to Control Budgets.

To add $0 rows when a Voucher, PO or Journal fails budget checking because the Org Budget Data cannot be found.

Input to Process

Enter values for the budget row(s) you want to adjust or inquire on.

Output of Process

Data you want to adjust or inquiry on.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Adjust Standard Budgets, Use,	Detail Budget Maintenance

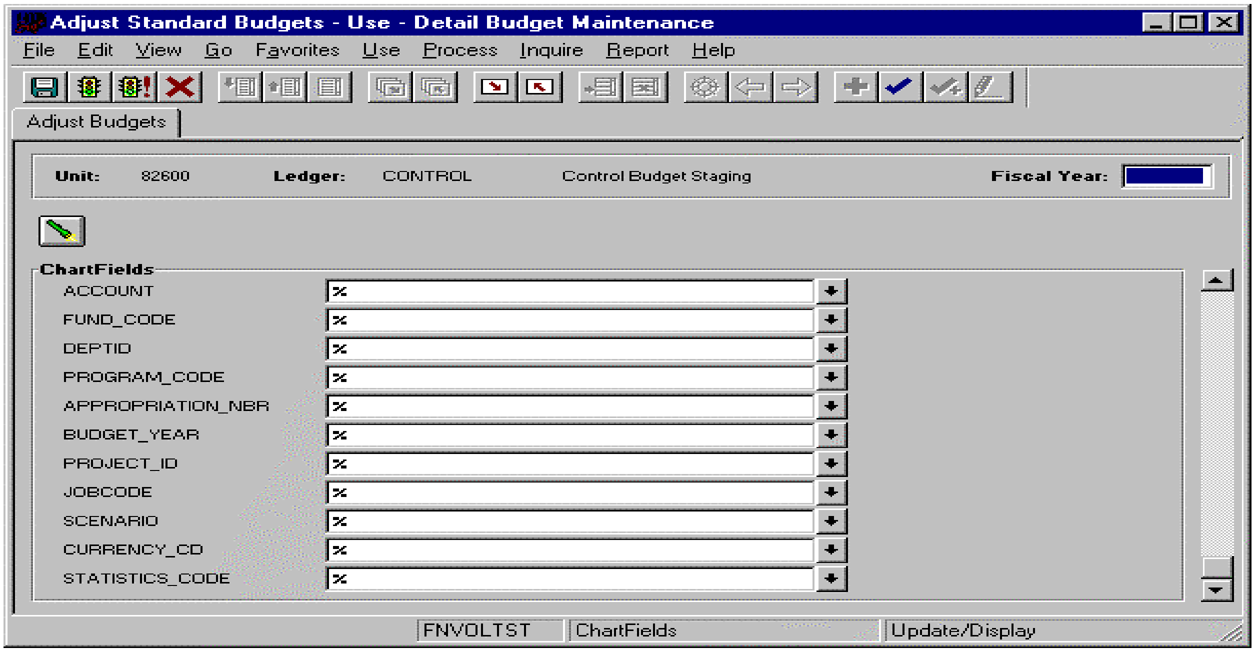
Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Enter Business Unit and Ledger = Control	
Step 2: Enter Fiscal Year Enter fiscal year you want to adjust or inquire.	Agency
Step 3: Entering Chartfield Combination If you wish, you can prompt to select the desired value for your chartfield or use a wildcard character. You can also choose values from multiple ChartField rows to narrow your search criteria further. These wildcards assist you in finding the exact information you want. Unless you enter one of the following wildcards, PeopleSoft General Ledger assumes that you want an exact match for the chartfield value you enter: • % Match one or more characters • * Match one or more characters • _ Match any single character • ? Match any single character • ! If first character, negate the operator (not equal or not like) • ~ Tilde—represents a blank character—this should not be used with any other characters or wildcard symbols. • \ Escape character—don't treat the next character as a wildcard For example, you could search for a blank in the Account, Fund_Code, Program_Code, and other fields by entering a tilde (~) in each field. If you leave these fields empty, the system selects all values for that field, as it does with the % wildcard. Finally, clicking the search button (flashlight icon) displays data in the data by Year panel based on the ChartField criteria you've selected. When adding $0 rows enter the scenario and click on the flashlight. **If adding $0 rows**, a Blank Panel with a magnifying glass will be displayed. Press the magnifying glass icon. This will take you to a panel with a blank row. Enter your first $0 information. Click on Insert row to continue adding rows. Be sure you have a revenue $0 row so expenses and revenues for each project are identified.	Agency

Forms Used with Process (#)

Process Flow Diagram (if appropriate):

BELOW IS A PANEL SHOT OF THE PANEL YOU WILL BE WORKING WITH.



BELOW IS A PANEL SHOT showing $0 rows.